

**JOB DESCRIPTION  
MURFREESBORO WATER AND SEWER DEPARTMENT  
ACCOUNTANT**

**1. JOB TITLE: ACCOUNTANT**

2. **DEFINITION:** This is a staff position requiring technical and supervisory skills in all areas of accounting within the Department. All employees are responsible to the Director and the City Manager. The position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

**3. EQUIPMENT/JOB LOCATION:**

- a. This position requires the use of electronic keypads, personal and network computers, calculators, standard office equipment and vehicles.
- b. The job location is primarily the Administrative Offices of the Water & Sewer Department. All City facilities are smoke-free locations.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Coordinates all areas of accounting, finance and billing for the Department.
- b. Performs accounting and financial work requiring professional knowledge of the principles of recording, examining and analyzing the data and records of financial transactions.
- c. Supervises daily activities Accounts Clerks and Accounts payable Clerks.
- d. Maintains accounting records, prepares reports and financial statements.
- e. Responsible for the investment and security of all Department funds.
- f. Manages transfer of funds to achieve best cash flow for the Department using computerized treasury management methods.
- g. Transfers computerized electronic payments, including wire transfer, ACH, and direct deposits of payroll and payroll taxes.
- h. Prepares audit work papers and works with independent auditors to insure accurate records.
- i. Analyzes historical records and projects revenues and expenses.
- j. Organizes and has primary responsibility the preparation of the annual budget.
- k. Manages debt service requirements.

**5. EXAMPLES OF OTHER WORK TO BE PERFORMED:**

Perform other duties and special projects as assigned.

**6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least twenty-one (21) years of age.
- b. Must possess a degree in accounting and/or business administration from an accredited college or university.
- c. Must be licensed as a CPA. Three years experience in governmental accounting is preferred.
- d. Must have legal authorization to work in the United States of America.
- e. Must consent to and pass a pre-employment drug screening.
- f. Must not have been convicted of or pleaded guilty or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or City ordinances relating to theft, dishonesty, gambling or controlled substances.
- g. Must possess a driver's license valid in the State of Tennessee.
- h. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- i. Ability to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- j. Ability to use keyboards, personal and network computers, and other standard office equipment.
- k. Must have a thorough knowledge of modern accounting methods, financial practices and applications.
- l. Must have a thorough knowledge of governmental requirements as relates to utility accounting and payroll procedures.
- m. Ability to exercise independent judgment, and to plan, organize and supervise the accounting division of a moderate sized utility.
- n. Ability to report to work on time, perform the duties of the job for the full shift with occasional work beyond normal working hours, and to work flexible hours as needed.
- o. Must have good human relation skills with the ability to communicate effectively with the public and other employees.
- p. Temperament and good judgment to effectively deal with the public.
- q. Must maintain a neat, clean, and appropriate personal appearance.
- r. Must be experienced with Microsoft Excel, Microsoft Access, Microsoft Word Windows NT, Microcash, Encore and Quickbooks Pro.
- s. Ability to learn new job related concepts and procedures.
- t. Ability to perform the duties of the position in a timely manner in order to meet scheduled deadlines.
- u. Have a good reputation for and the ability to maintain confidentiality.
- v. Ability to make complex and in depth financial and budgetary decisions.
- w. Must have ability to be bonded.

Exempt  
Safety Sensitive  
August 29, 2005